

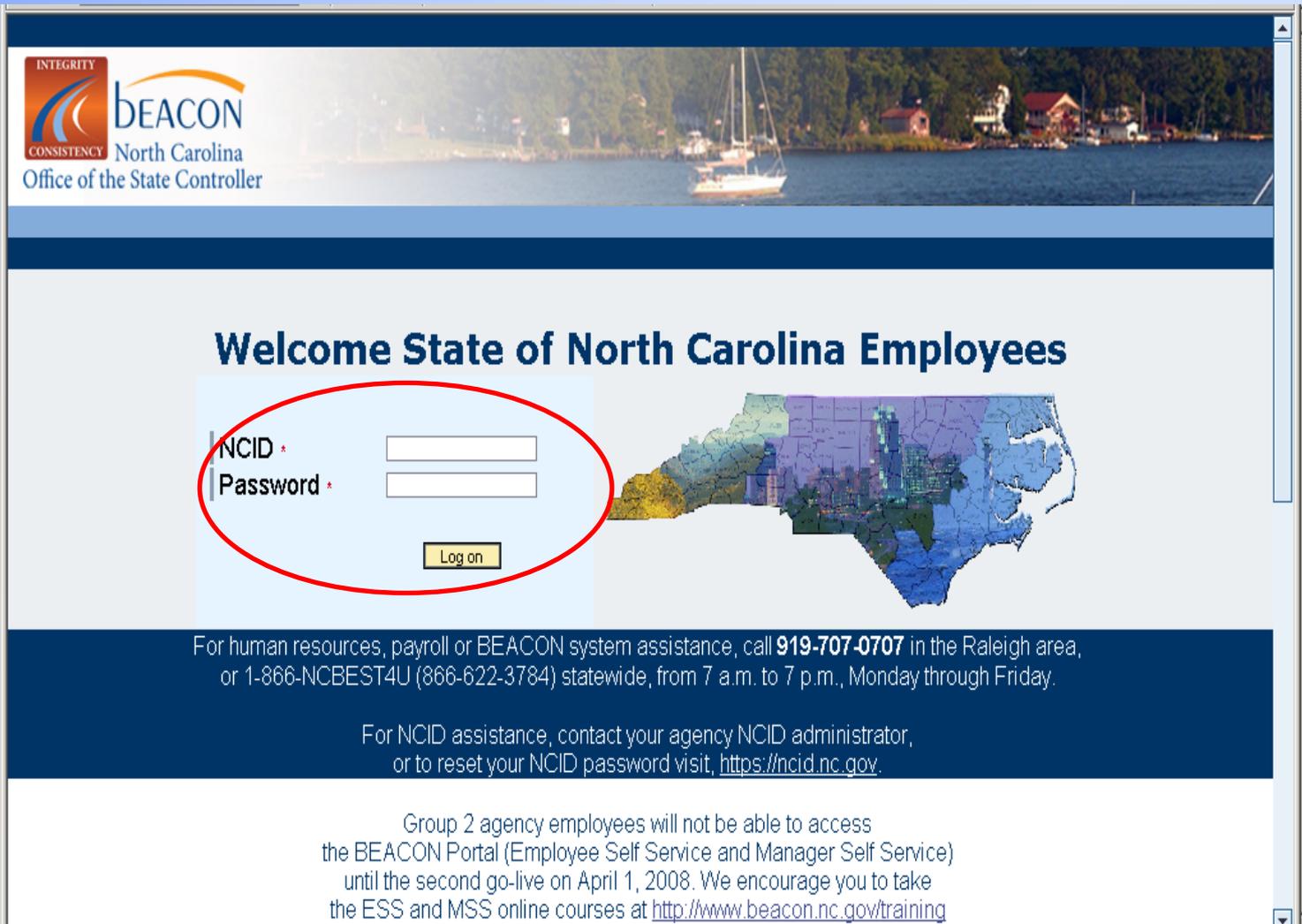
Requesting Leave in Employee Self Service (ESS)



Employee Self Service (ESS): Quick Guide Review

- Employee **logs on** to the ESS Portal.
- Employee **reviews** his/her Quota Overview.
- Employee **enters** and **sends** leave request(s).
- Employee **reviews** the Leave Overview for status.

- Access the logon screen at: <https://mybeacon.its.state.nc.us/>
- Type in your NCID and password (the password will need to be changed every 90 days)
- Click the “log in” button



The screenshot shows the BEACON logon interface. At the top left is the logo for the Office of the State Controller, featuring the words "INTEGRITY" and "CONSISTENCY" above the word "BEACON" and "North Carolina Office of the State Controller". Below the logo is a banner image of a lake with a sailboat and houses. The main heading reads "Welcome State of North Carolina Employees". The logon form includes two input fields: "NCID" and "Password", both with red asterisks indicating required fields. A "Log on" button is positioned below the fields. To the right of the form is a stylized map of North Carolina. At the bottom, a dark blue banner contains contact information for human resources, payroll, or BEACON system assistance, and another line of text provides contact information for NCID assistance.

INTEGRITY
CONSISTENCY **BEACON**
North Carolina
Office of the State Controller

Welcome State of North Carolina Employees

NCID *
Password *

Log on

For human resources, payroll or BEACON system assistance, call **919-707-0707** in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 7 a.m. to 7 p.m., Monday through Friday.

For NCID assistance, contact your agency NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.

Group 2 agency employees will not be able to access the BEACON Portal (Employee Self Service and Manager Self Service) until the second go-live on April 1, 2008. We encourage you to take the ESS and MSS online courses at <http://www.beacon.nc.gov/training>

- Click on the My Data (ESS) tab

Welcome ANNIS BARBEE Help | Log Off



Group 2 My Data (ESS) Home

Welcome to the BEACON Portal

BEACON Group Two Agency Employees,
Thank you for authenticating your NCID and password for future access to the BEACON portal. Beginning April 1 you will be able to access the portal to conduct many human resources activities, such as updating or changing your home address, adding or changing bank account information, and much more. Prior to the April 1 go-live date, we encourage you to:

- Take the BEACON Overview and Employee Self Service training courses at www.beacon.nc.gov/training
- Review a copy of the BEACON Reference Guide for State Employees (make a link using www.ncosc.net/BEST/support/BEACON_Employee_Reference_Guide_FINAL.pdf)

Although you will be able to start using the system beginning on April 1, your available leave balances will not be displayed until the week of April 14. The Project Team has given Group Two agencies until April 11 to provide all employee leave and vacation data from the legacy systems.

Note: Please do not call the BEST Shared Services Center for assistance until April 1. Shared Services Center agents will not have access to your information to assist you until after this date.

 www.ncgov.com	 www.osp.state.nc.us/ncflex
 www.myncretirement.com	 www.statehealthplan.state.nc.us
 North Carolina Office of the State Controller www.ncosc.net	 www.osp.state.nc.us

- Following is the Overview screen.
- Select “My Working Time” in either of two places on this screen.

The screenshot shows the Employee Self-Service Overview screen. At the top, a dark blue navigation bar contains the following links: Overview | My Employee Search | **My Working Time** | My Benefits | My Pay | My Personal Data. The 'My Working Time' link is circled in red. Below the navigation bar, the page title 'Overview' is displayed. The main content area features a paragraph: 'Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.' Below this paragraph, there are five service tiles arranged in two columns. The first tile is 'My Employee Search' with a 'Find' icon and a description: 'Search for NC State employees; find basic information about colleagues and their position in the State.' It includes quick links for 'Who's Who'. The second tile is 'My Working Time' with a clock icon and a description: 'Record your working times, plan your leave, and display your time data.' It includes a quick link for 'Record Working Time'. The third tile is 'My Benefits' with a puzzle piece icon and a description: 'Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's Open Enrollment periods; access State Health Plan forms.' The fourth tile is 'My Pay' with a document icon and a description: 'Display your pay statement or your total compensation statement.' The fifth tile is 'My Personal Data' with a laptop icon and a description: 'Manage your addresses, bank information, and information about family members and dependents.' The 'My Working Time' link in the second tile is also circled in red.

Overview | My Employee Search | **My Working Time** | My Benefits | My Pay | My Personal Data

Overview

Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.

My Employee Search
Search for NC State employees; find basic information about colleagues and their position in the State.
Quick Links
[Who's Who](#)

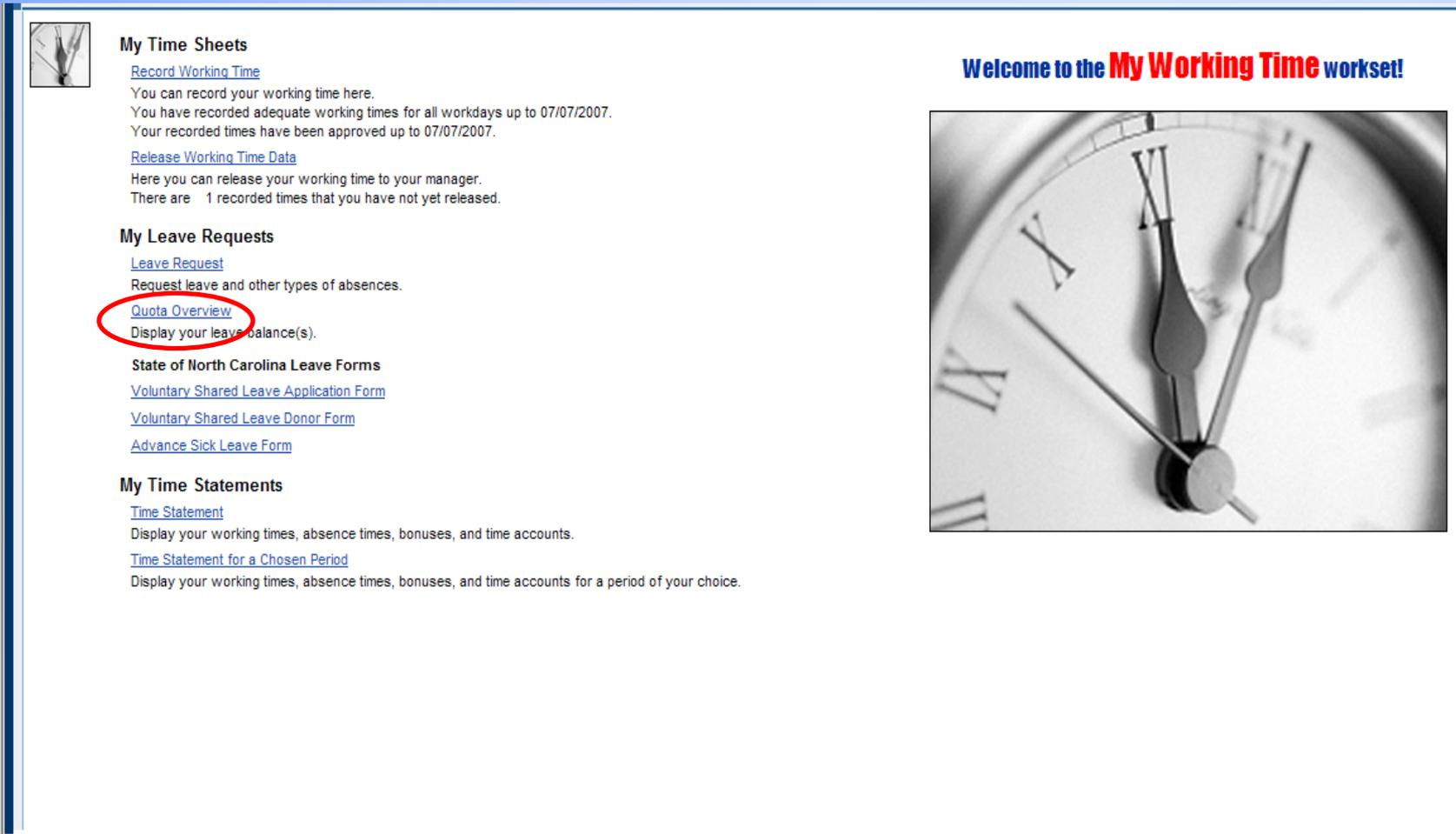
My Working Time
Record your working times, plan your leave, and display your time data.
Quick Links
[Record Working Time](#)

My Benefits
Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's Open Enrollment periods; access State Health Plan forms.

My Pay
Display your pay statement or your total compensation statement.

My Personal Data
Manage your addresses, bank information, and information about family members and dependents.

- Following is the “My Working Time” screen.
- Select “Quota Overview” from the menu to determine if you have sufficient leave levels to make your request.



My Time Sheets

[Record Working Time](#)
You can record your working time here.
You have recorded adequate working times for all workdays up to 07/07/2007.
Your recorded times have been approved up to 07/07/2007.

[Release Working Time Data](#)
Here you can release your working time to your manager.
There are 1 recorded times that you have not yet released.

My Leave Requests

[Leave Request](#)
Request leave and other types of absences.

[Quota Overview](#)
Display your leave balance(s).

State of North Carolina Leave Forms

[Voluntary Shared Leave Application Form](#)
[Voluntary Shared Leave Donor Form](#)
[Advance Sick Leave Form](#)

My Time Statements

[Time Statement](#)
Display your working times, absence times, bonuses, and time accounts.

[Time Statement for a Chosen Period](#)
Display your working times, absence times, bonuses, and time accounts for a period of your choice.

Welcome to the My Working Time workset!



- Following is the Quota Overview screen.
- Your available leave totals are displayed here.

Quota Overview					
Entitlement Type:		<input type="text" value="All Types"/>	On Key Date	<input type="text" value="10/16/2007"/>	<input type="button" value="Display"/>
Time Account	Deductible from	Deductible to	Entitlement	Remainder	
Vacation Leave			93.96 Hours	93.96 Hours	
Sick Leave			96.00 Hours	96.00 Hours	
Holiday Comp Time	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours	
Travel Compensatory Time	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours	
Holiday Leave			8.00 Hours	8.00 Hours	
Bonus Leave	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours	
Community Service Leave			744.00 Hours	744.00 Hours	

- Following is the Working Time main screen.
- The Leave Request worksheet is accessible here.



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[Time Statement for a Chosen Period](#)

Display your working times, absence times, bonuses, and time accounts for a period of your choice.

Welcome to the **My Working Time** workset!



- Following is the Leave Request worksheet.
- The “Show Team Calendar” link will let you see other requests your team members have pending.
- The “Show Time Accounts” will display your leave levels.
- The “Show Overview of Leave” screen will display your leave requests.

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

[Show Team Calendar](#) [Hide Calendar](#) [Show Time Accounts](#) [Show Overview of Leave](#)

August 2007							September 2007							October 2007									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
31	29	30	31	1	2	3	4	35	26	27	28	29	30	31	1	40	30	1	2	3	4	5	6
32	5	6	7	8	9	10	11	36	2	3	4	5	6	7	8	41	7	8	9	10	11	12	13
33	12	13	14	15	16	17	18	37	9	10	11	12	13	14	15	42	14	15	16	17	18	19	20
34	19	20	21	22	23	24	25	38	16	17	18	19	20	21	22	43	21	22	23	24	25	26	27
35	26	27	28	29	30	31	1	39	23	24	25	26	27	28	29	44	28	29	30	31	1	2	3
36	2	3	4	5	6	7	8	40	30	1	2	3	4	5	6	45	4	5	6	7	8	9	10

Absent Multiple Entries Sent Deletion Requested

To request or report leave, enter the required data and choose Review.

Type of Leave:

Date: To

Duration: Hours

Approver:

Note for Approver:

- To request leave, you will need to complete the information on the Leave Request screen.

The screenshot shows a 'Leave Request' form with the following fields and callouts:

- Disp**: A dropdown menu with the value '3' selected. A callout box points to it with the text: "Identify the type of leave by selecting one from the dropdown list."
- Show Team Calendar**, **Show Calendar**, and **Show Time Accounts**: Three links with right-pointing arrows.
- To request or report leave, enter the required data and choose Review.**: A central instruction text.
- Type of Leave**: A dropdown menu with 'Approved Leave' selected.
- Date**: Two date pickers. The first is '10/22/2007' and the second is '10/26/2007'. A callout box points to the second date picker with the text: "Enter date and length of the leave."
- Duration**: A text input field containing '0' followed by 'Hours'.
- Approver**: A text input field with a small icon to its right.
- Note for Approver**: A large text area with up and down arrow buttons on the right side.
- Navigation**: Three buttons at the bottom: 'Previous Step' (disabled), 'Review' (active), and 'Cancel'.

- Once you have completed the request screen, you will need to open the “Approver” dropdown menu to search for your Manager/Supervisor.
- Select the appropriate name from the list.

The screenshot shows a 'Leave Request' form with a progress bar at the top indicating three steps: 1. Display and Edit (highlighted in orange), 2. Review and Send (highlighted in blue), and 3. Completed (highlighted in grey). Below the progress bar are navigation links: 'Show Team Calendar', 'Hide Calendar', 'Show Time Accounts', and 'Show Overview of Leave'. The main area features a calendar for October, November, and December 2007. An 'Advanced Search' popup is open, showing a search for 'Smith' with a list of results. The 'Approver' field at the bottom is highlighted in yellow, and a magnifying glass icon is also highlighted.

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

[Show Team Calendar](#) [Hide Calendar](#) [Show Time Accounts](#) [Show Overview of Leave](#)

October 2007 November 2007 December 2007

October 2007							November 2007							December 2007						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
40	30	1	2	3	4	5	12	13	14	15	16	17	18	25	26	27	28	29	30	31
41	7	8	9	10	11	12	19	20	21	22	23	24	25	2	3	4	5	6	7	8
42	14	15	16	17	18	19	26	27	28	29	30	31	1	9	10	11	12	13	14	15
43	21	22	23	24	25	26	3	4	5	6	7	8	9	16	17	18	19	20	21	22
44	28	29	30	31			10	11	12	13	14	15	16	23	24	25	26	27	28	29
45	4	5	6				17	18	19	20	21	22	23	30	31					

Absent M...

To request or re...

Type of Leave:

Date:

Duration:

Approver:

Note for Approver:

Advanced Search

Last Name: Personnel Number:

Name	Personnel Number
SMITH, ALEXANDRA	70152164
SMITH, ANNA	70229991
SMITH, JOHN	02012837
SMITH, KATHY	01659931
SMITH, KRISTIAN	70239859

- Once you have selected your “Approver” from the list
- Review the details onscreen to check for accuracy
- Click “send”

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

You want to request the following leave:

Type of Leave: Approved Leave
Date: on Thursday, October 18, 2007
Duration: 8 Hours
Used: Vacation Leave: 8.00 Hours
Approver: JOHNSON, FRED

To send the leave request to the next processor, choose Send. You

◀ Previous Step **Send** Cancel

- You should then see a confirmation screen.
- Make sure you can see the note “The leave request has been sent.”

Leave Request

1 Display and Edit 2 Review and Send 3 **Completed**

The leave request has been sent.

What do you want to do next?
[Request Another Absence](#)
[Go to My Working Time homepage](#)
[Go to Employee Self-Services homepage](#)

You have requested the following leave:

Type of Leave: Approved Leave
Date: on Thursday, October 18, 2007
Duration: 8 Hours
Used: Vacation Leave: 8.00 Hours
Approver: JOHNSON, FRED

- Your Quota Overview displays your leave *entitlement*.
- Your Overview of Leave displays whether your request has been *approved or rejected*.
- If you do not have sufficient leave levels to cover your request, you must consult with your manager on other options.

Quota Overview

Quota Overview

Entitlement Type: On Key Date:

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave			93.96 Hours	93.96 Hours
Sick Leave			96.00 Hours	96.00 Hours
Holiday Comp Time	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours

Overview of Leave

[Show Team Calendar](#)
[Show Calendar](#)
[Show Time Accounts](#)
[Hide Overview of Leave](#)

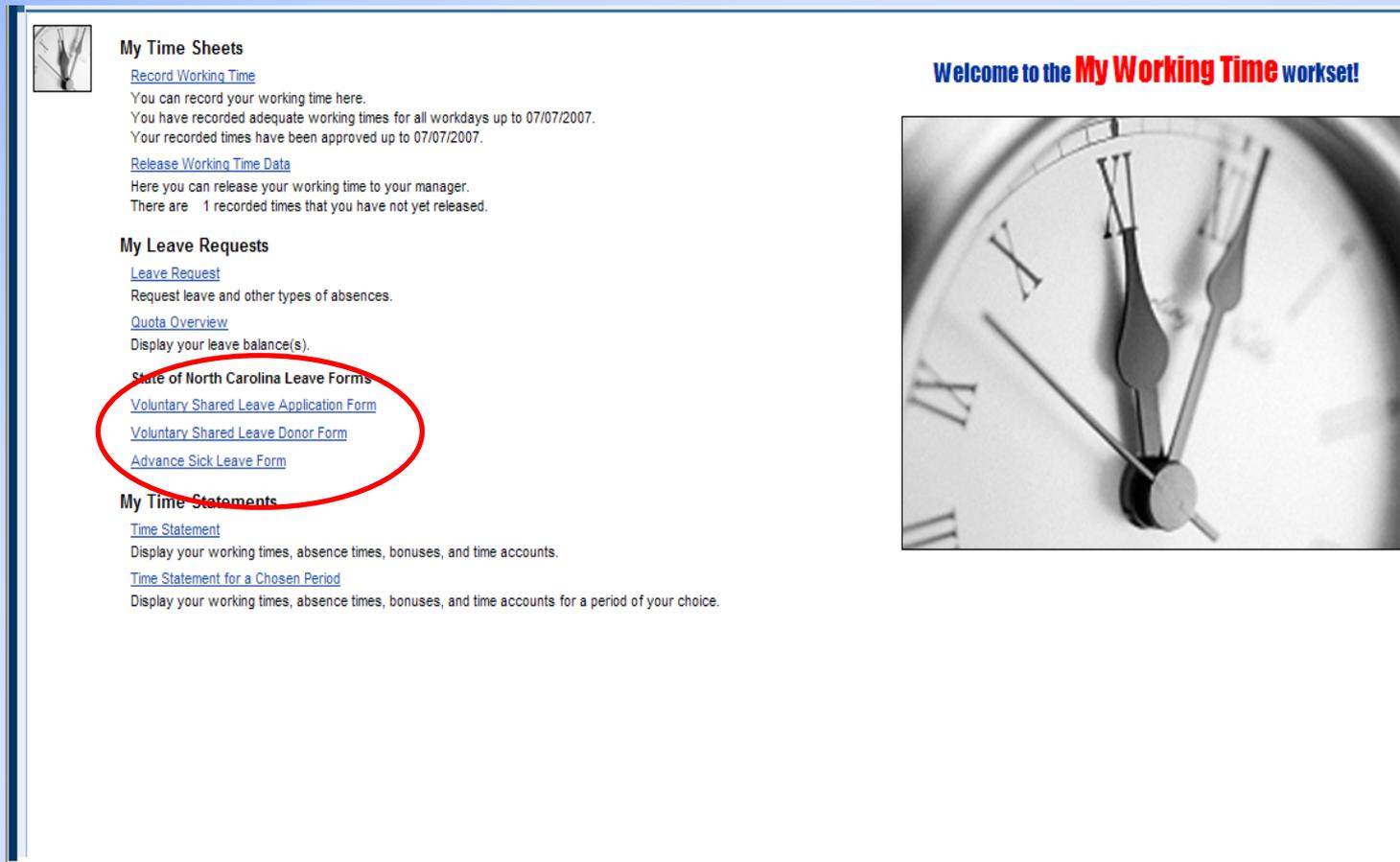
Leave Since:

	Type of Leave	From	To	Status	Used
<input type="checkbox"/>	Approved Leave	11/5/2007	11/5/2007	Sent	4 Hours
<input type="checkbox"/>	Sick Leave	10/15/2007	10/15/2007	Sent	8 Hours
<input type="checkbox"/>	Approved Leave	10/5/2007	10/5/2007	Sent	2 Hours
<input type="checkbox"/>	Approved Leave	10/3/2007	10/3/2007	Sent	8 Hours

Row 1 of 8

•Other leave forms available from the My Working Time main page include:

- Voluntary Shared Leave Application
- Voluntary Shared Leave Donor
- Advance Sick Leave



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